

**HOW PERFORMANCE-DRIVEN PROCUREMENT GETS RESULTS**

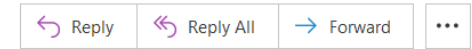
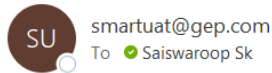
# **Primary Registration Form**

**Quick Reference Guide – Supplier View**


**THE INDUSTRY'S LEADING SOURCE-TO-PAY PLATFORM**

- When a supplier is invited to an Sourcing Event on SMART by GEP or invited to review a Contract. The supplier receives an email similar to the one below for registering on SMART.

AAMC Contract "AAMC QRG" (2020.000256) available for Review



4:51 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

You have been invited to review Contract "AAMC QRG" (2020.000256) created by Vibhanshu Singh. At your earliest convenience, please click on the link below and review the contract and general data fields, i.e. meta data, and submit your feedback either through the discussion forum for the meta data, or redline the actual contract either in the SMART system, or by downloading the contract, editing and uploading back into the system.

You will then need to either approve or reject the document for it to go back to the Contract Administrator.

If you have any questions, please reach out to the Contract Administrator.


[Click here](#) to access the contract.

Thank you,  
The AAMC Central Procurement Office (CPO)

[contracts@aamc.org](mailto:contracts@aamc.org)

- On clicking on the link highlighted in the email, an un-registered supplier will be directed to the Primary Registration Form. While the others would be directed to SMART by GEP login page.

- On clicking on the link provided in the email, the supplier is directed to the below screen



Hi AAMC QRG ,

You have been invited by AAMC to be a supplier and represent AAMC QRG

[Register Now](#) [I have a SMART by GEP account](#)

Thanks,  
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:  
USA:+1 732 428 1578  
Europe:+42 022 59 86 501  
Asia:+91 22 61 372 148  
Australia:+61 285 181 914  
UK:+44 203 478 6123

Email: [Support@gep.com](mailto:Support@gep.com)

Powered By [GEP](#) | © All Rights Reserved | [Privacy Statement](#)

- Click on the **Register Now** button to register yourself as a supplier on SMART

- Fill in all the mandatory details



Primary Registration Form

Submit

Language English

## Basic Details

Account Credentials

Username \*  ⓘ

User Email \*

Password \*  Password strength: Too short

Confirm Password \*

Mobile Number  Select ISD Code

Company Information

Legal Company Name

Doing Business As

Company Website

Headquarter \*

- The fields marked with Asterisk are mandatory fields

- Fill in all the mandatory details

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

Company Phone \*

County

Fax

Business Regions \*

Category \*

D-U-N-S Number

Company Identification   [+](#)

### Primary Contact Information

First Name \*

Last Name \*

Company Email \*

- The fields marked with Asterisk are mandatory fields

- Fill in all the mandatory details and click on Submit

D-U-N-S Number

Company Identification  Identification Nur

Primary Contact Information

First Name\*

Last Name\*

Company Email\*

Primary Business Phone Number\*  Extension

Contact's Business Region\*

Contact's Category\*

Time Zone

Secondary Contact Information

First Name	Last Name	Company Email	Contact Role
<input checked="" type="checkbox"/> I have read and agree to GEP Terms & Conditions & Privacy Policy. *			

- The fields marked with Asterisk are mandatory fields

- Post submitting the PRF you will be directed to the following page



## 1 more step

A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please [Click Here](#) to find helpful information to get started.

Thanks,  
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:

USA:+1 732 428 1578

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

Australia:+61 285 181 914


UK:+44 203 478 6123





Email: [Support@gep.com](mailto:Support@gep.com)

- Post submitting the PRF you will receive the following email

Action required: Activate your GEP Smart account

 smartuat@gep.com  
To: Saiswaroop Sk

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward 

Tue 3/17/2020 9:30 PM

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear AAMC QRG,

Thank you for filling the Registration form. Before we can activate your account one last step must be taken to start using GEP Smart.

In order to activate your account, please visit this URL:

[Click here](#)

Please note-you must complete this last step in order to use the GEP Smart account. You will only need to visit this URL once.

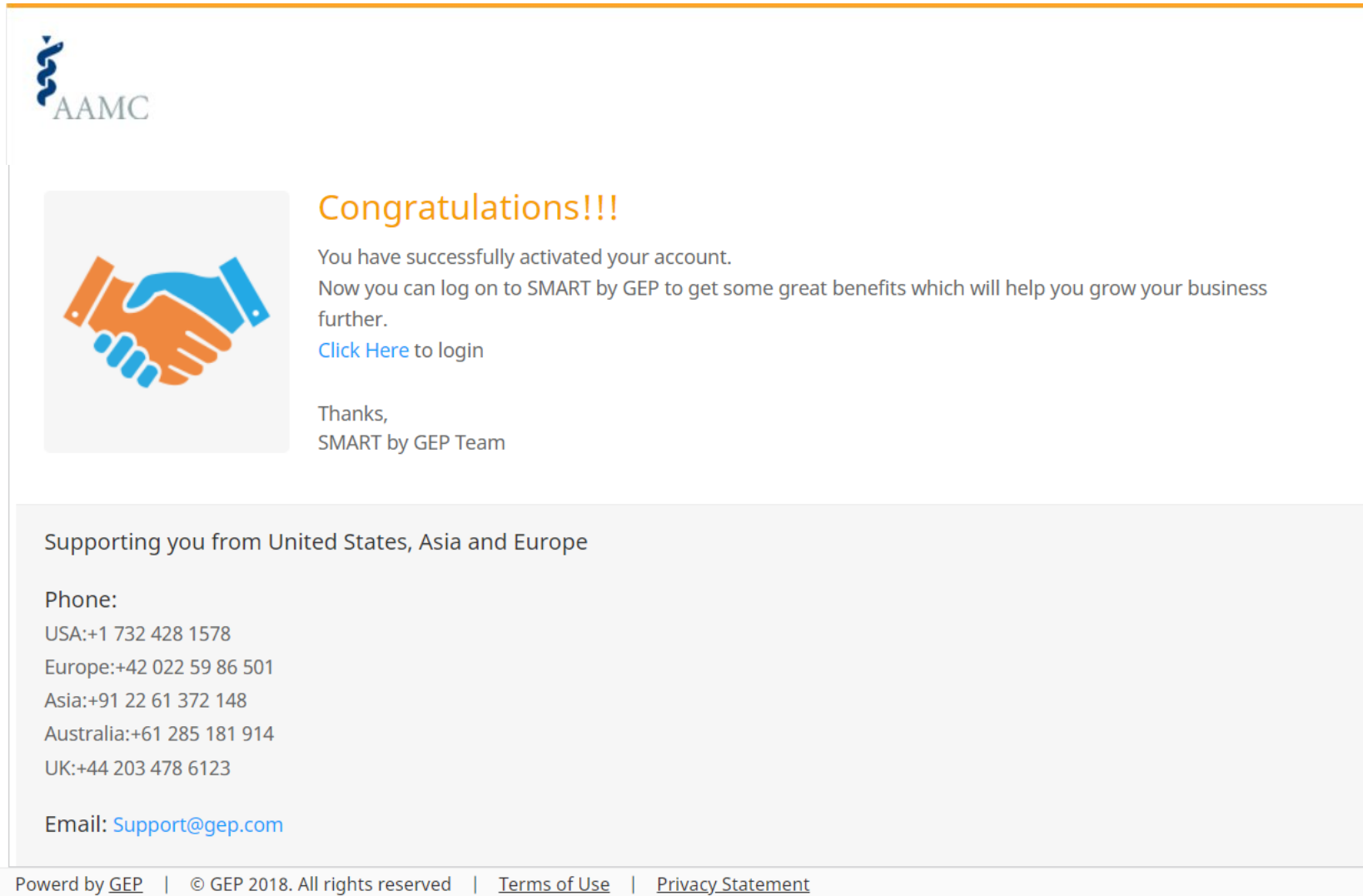
Thanks & Regards,  
GEP

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- Follow the steps mentioned in the email to activate your account



- The following page is displayed on successful activation



The screenshot shows the activation page for SMART by GEP. At the top left is the AAMC logo, which consists of a blue caduceus symbol above the text 'AAMC'. Below the logo is a square icon depicting two hands shaking, one in orange and one in blue. To the right of this icon, the heading 'Congratulations!!!' is displayed in orange. Below the heading, the text reads: 'You have successfully activated your account. Now you can log on to SMART by GEP to get some great benefits which will help you grow your business further.' A blue link 'Click Here to login' is provided. Below this, the text says 'Thanks, SMART by GEP Team'. A light gray box contains contact information: 'Supporting you from United States, Asia and Europe', 'Phone: USA:+1 732 428 1578, Europe:+42 022 59 86 501, Asia:+91 22 61 372 148, Australia:+61 285 181 914, UK:+44 203 478 6123', and 'Email: [Support@gep.com](mailto:Support@gep.com)'. At the bottom of the page, a footer contains the text 'Powered by GEP | © GEP 2018. All rights reserved | [Terms of Use](#) | [Privacy Statement](#)'.

- If you have any questions about how to navigate the system, please reach out to GEP at:

Supporting you from United States, Asia and Europe

Phone:

USA:+1 732 428 1578

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

Australia:+61 285 181 914

UK:+44 203 478 6123

Email: [Support@gep.com](mailto:Support@gep.com)

- Questions about a specific contract or RFx can be directed to AAMC at [contracts@aamc.org](mailto:contracts@aamc.org).



# Thank You

GEP is a diverse, creative team of people passionate about procurement. We invest ourselves entirely in our client's success, creating strong collaborative relationships that deliver extraordinary value year after year. We deliver practical, effective procurement services and technology that enable procurement leaders to maximize their impact on business operations, strategy and financial performance. Named a Star Performer in Everest Group's Peak Matrix of Procurement Services Providers, Winner in the HfS Blueprint Report on Procurement Outsourcing Providers and to the Supply & Demand Chain Executive 100 for nearly a decade, GEP is also ranked a leader on Gartner's Magic Quadrant analysis of the world's top sourcing and procurement software providers. Clark, NJ-based GEP has ten offices and operations centers in North and South America, Europe and Asia. To learn more about GEP, please visit [www.gep.com](http://www.gep.com).

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